

High School to College and Career Pathway: Secondary

Area of Study: Business Education



Pathway: Business Administrative Support

Middle School		State Requirements			High School Suggested Education Plan				College & Careers		
7 th Grade	8 th Grade	Middle School		High School	9 th Grade Suggested	10 th Grade Suggested	11 th Grade Suggested	12 th Grade Suggested	Beyond High School		
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts	3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	(1 additional credit -- class of 2011)	There are a number of options for education and training beyond high school, depending on your career goals. > Certificate > Associate degree > Bachelor degree > Professional degree > On-the-job training > Apprenticeship > Military training		
Pre-Algebra 1.00	Elm. Algebra or Applied Math 1.00	2.00	Math	2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	(1 additional credit -- class of 2011)				
Science .50	Science 1.00	1.50	Science	2.00	Earth Systems 1.00	Biological Science 1.00	(1 additional credit -- class of 2011)				
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	2.50	World Civilizations .50	Geography for Life .50	U.S. History II 1.00	U.S. Government and Citizenship .50			
P.E. 1.00	Health .50	1.50	P.E./Health	2.00	Participation Skills and Techniques .50	Fitness for Life: .50 / Health Education .50 Lifetime Activities or Sport .50					
The Arts .50	The Arts .50	1.00	Fine Arts	1.50	Fine Arts Courses 1.50				Sample Occupations > Administrative Assistant > Customer Service Assistant > Desktop Publisher > Executive Secretary > Office Manager		
			Financial Literacy	.50	Financial Literacy .50						
			Computer Tech.	.50	Computer Technology .50						
CTE Intro 1.00		1.00	Career and Technical Education	1.00	Career and Technical Education Recommended Pathway Courses (Students may select individual courses for exploration, or complete pathway for an in-depth focus.) CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL				For more information on salary projections, labor market demand, and training options, visit www.careers.utah.gov		
Workforce Trends According to the U.S. Department of Labor, secretaries and administrative assistants held more than 4.1 million jobs in 2004. This is one of the largest job categories in the U. S. About 9 out of 10 secretaries work in firms providing services. These services range from education and health care to legal and business services. Get the Facts In the early days of mechanical typewriters, proficient typists could type so fast that the keys frequently jammed against each other. The familiar but illogical QWERTY keyboard was then developed in an effort to space often-used keys apart to prevent jamming. Core Curriculum and elective requirements may vary district to district. Check with your school counselor. Concurrent enrollment course offerings vary by school and district. Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details. Foundation courses taken beyond the required credits can be used as elective credit.											
					Course #			Foundation Courses: (required)		Credit	
								Choose two of the following courses:			
					52.0511			Business Communications I		.50	
					52.0521			Business Communications II		.50	
					52.0419			Computer Technology II		.50	
					52.0471			Word Processing		.50	
								Elective Courses:			
					52.0312			Accounting I		.50	
					52.0322			Accounting II		.50	
					52.0451			Administrative Procedures		.50	
					52.0441			Business Law		.50	
					52.0211			Business Management		.50	
					52.0311			Business Math		.50	
					52.0254			Business Web Page Design		.50	
52.0447			Desktop Publishing I		.50						
52.0457			Desktop Publishing II		.50						
08.0211			Leadership Principles		.50						
08.0708			Marketing		.50						
52.0461			Word Processing Basics		.50						
32.0199			Student Internship (Critical Workplace Skills)		.50						

Note: For more information talk to your school counselor.